

Center Montana Background Check Instructions

It is the responsibility of Day Care Centers to obtain criminal record checks and CPS/APS record checks for all employees. Effective September 1, 2006, DMV record checks must be obtained for **all** employees regardless of whether or not they are transportation is provided. Please follow the directions below to obtain the required background checks.

❑ Criminal Record Checks:

- a. A self-addressed stamped envelope with sufficient postage must accompany each request.
- b. The cost for obtaining the Criminal Record Checks is \$10.00/person. Checks and money orders should be made out to the Customer Services Bureau.
- c. Request information in the form of a letter, on your letterhead, structured as follows:
DOE, Jane Susan, b/d 12-24-63, SS# 000-11-2222
Maiden Name: Black, AKA: Smith, etc, etc. if anymore names
(Leave a space)
NEXT PERSONS INFO, etc.
- d. Mail request to:
Criminal Records
ATTN: Records Clerk
PO Box 201403
Helena, MT 59620-1403

❑ CPS/APS Record Checks

- a. Mail a copy of each employee's Release of Information to:
 - CI Specialist
Child and Family Services Division
PO Box 8005
Helena, MT 59604-8005
- b. Please be sure to enclose a note explaining why you are sending the releases to the CI Specialist.

❑ DMV Record Checks (<https://app.discoveringmontana.com/dojdrs>)

- a. Complete the Release of Driving Records form.
- b. A self-addressed stamped envelope with sufficient postage must accompany each request or additional fees will be added.
- c. The cost for obtaining the Criminal Record Checks is \$4.00/person. Checks and money orders should be made out to the Motor Vehicle Division.
- d. Mail request to:
Motor Vehicle Division
ATTN: Records Clerk
PO Box 201430
Helena, MT 59620-1430